

25 October 1974

MEMORANDUM FOR: Deputy Director for Administration  
SUBJECT : Weekly Report  
REFERENCE : DD/A Administrative Instruction No. 74-5,  
8 October 1974

Following is a report of significant activities for this office for the past week and for the coming weeks in priority order.

A. Past week:

1. Director of Medical Services met on 18 October with the Director of Logistics to discuss opportunities for inter-office assignments, e.g., OMS Medical Service Officers being used to fill certain OL positions. This meeting developed out of the presentation by D/L at the recent [REDACTED] Conference wherein he described OL difficulties in filling certain positions. As a result of this meeting D/L will make available a listing of possible position vacancies for our consideration. OMS will send D/L the personnel files on OMS candidates.

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2. An OMS Panel composed of D/MS, C/PSS, DC/OD and [REDACTED] of the Psychiatric Staff addressed the Midcareer Course 23 October.

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3. D/MS addressed the Administrative Directorate Review: Trends and Highlights Course yesterday at the [REDACTED]

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4. On 21 October D/MS, DD/MS and the OMS Medical Systems Development Officer [REDACTED] visited the Office of Joint Computer Support Processing Center for a tour of the facilities. This developed

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out of the recent MAP meeting. Another visit to the Center is planned for early November.

5. On 23 October [REDACTED] chaired a meeting of the Executive Committee of the Council of Federal Medical Directors to discuss the recent Executive Order (9 October Federal Register) concerning safety and health of Federal employees.

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6. [REDACTED] RMO is at headquarters for consultation after accompanying a medical evacuation.

7. The OMS Training Officer [REDACTED] has completed a course in first aid and resuscitation training for OJCS personnel. During the period 9-22 October 46 employees were trained in six 2-hour sessions. Additional sessions are scheduled for November for those OJCS employees who have not had this course.

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8. Peter G. Bourne, M.D. formerly the Assistant Director, White House Special Action Office for Drug Abuse Prevention, is visiting OMS today to discuss current trends in drug usage with emphasis on the international aspects.

B. Coming week:

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1. [REDACTED] of the PSS Assessment Branch will act as consultant observers for the Office of Training at the Assessment Center exercise to be conducted 26 October - 1 November at the Center for Creative Leadership in Greensboro, North Carolina. Participants in this exercise will be Agency employees enrolled in the Agency's Advanced Management Program Course.

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2. [REDACTED]

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[REDACTED] of PSS met 22 October with the Deputy Director for Operations and his immediate staff to complete plans for the Attitude Survey of D-Careerists at headquarters. Questionnaires will be distributed to these individuals in 2 or 3 weeks.

SIGNED

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[REDACTED]  
JOHN R. TIETJEN, M.D.  
Director of Medical Services

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OMS/ExO [REDACTED]:ned  
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